

v. Technical Manager/ Maintenance Manager

QF Level	Job Title	Technical Manager/ Maintenance Manager
5	Job Descriptions	Leading the technical and maintenance teams in planning and managing the maintenance and repair of all facilities in the building, formulating and implementing effective maintenance and repair plans align with the requirements and updates of legislations, formulating and implementing the improvement and refurbishment plan of building services and facilities, formulating the plan for upgrading and improving the efficiency of the building, planning as a whole on the arrangements on procurement and tendering, managing procurement procedures including evaluation of tenders or proposals, managing outsourced projects and implement quality management, formulating financial budgets, planning human resources and training programs, planning and promoting occupational health and safety standards and guidelines, and planning and promoting the continuous improvement of service levels of the technical teams, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Crisis & Emergency Handling	Formulate and evaluate the crisis management and emergency handling measures	110419L5	6
	Safe Environment	Formulate and maintain a sound system and effective measures on the safety of the environment	110425L5	6

<b>BM</b>	<b>Repair, Maintenance &amp; Improvement of a Property</b>				
	Daily & Periodic Maintenance	Plan and manage the repair and maintenance works of the building, building facilities and services	110458L5	6	
	Improvement & Enhancement of System & Installation	Formulate and pursue feasible plans on improvements and enhancements to building, building facilities and services, and energy efficiency	110463L5	6	
	Purchasing & Outsourcing	Formulate and plan as a whole the purchasing and outsourcing of repair, maintenance and construction works, and the quality management	110470L5	6	
<b>OS</b>	<b>Property Management Services for Owners, Tenants &amp; the Community</b>				
	Quality Management	Formulate the procedure of quality management and plan on related accreditation scheme	110492L5	6	
	Pre-management, Takeover & Handover	Arrange pre-management work, manage the inspection, takeover and handover work of a building or a flat and follow up on reinstatement work	110502L4	6	
<b>FM</b>	<b>Facility Management relating to a Property</b>				
	Application of Information Technology & Management of	Plan on the application, update, and technicality of information technology and smart facilities management, and put forward	110548L5	6	

	Smart Facilities	the most advance technology		
<b>LW</b>	<b>Law in Practice relating to a Property</b>			
	Contractual Arrangement	Write service contract and determine the contract terms, and manage the execution of contract	110557L5	6
<b>FN</b>	<b>Finance and Asset Management relating to a Property</b>			
	Asset Management & Financial Control	Formulate annual budget, arrange account audit and plan on asset management	110575L5	6
	Procurement & Tendering	Execute and monitor on the procurement and tendering matters	110579L4	3
	Procurement & Tendering	Plan as a whole on the arrangements on procurement and tendering	110580L5	6
<b>HR</b>	<b>Human Resources Management relating to a Property</b>			
	Human Resources Planning, Recruitment and Training	Manage the manpower, training and performance appraisal within the property managed	110589L4	6
	Teamwork & Leadership	Lead the teams in the provision of quality services	110596L4	3
	Occupational Health & Safety	Formulate the standards and guidelines on occupational health and safety	110603L5	6
			<b>Total Credit:</b>	<b>84</b>